

A large, stylized graphic of a leaf or feather, split vertically. The left side is light blue with white veins, and the right side is a gradient of pink and red. The graphic is semi-circular at the top and bottom.

GREENSBOROUGH COLLEGE
HANDBOOK

Strive for Excellence

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CONTACT DETAILS

Address: Nell Street
GREENSBOROUGH 3088

Phone: 03 9433 2666

Fax: 03 9433 2629

Absence Phone 03 9433 2699

Email: greensborough.sc@edumail.vic.gov.au

College Web Site: www.greensc.vic.edu.au

Principal: Ms Pauline Barker

Assistant Principal: Mr Graeme Scott

COLLEGE VISION

Greensborough College is committed to being a school for our community. The College is dedicated to preparing all students for successful and meaningful citizenship through encouragement to strive for excellence. All individuals will be treated with care and respect. The College will provide a welcoming and friendly environment for all members of the College community.

WELCOME

Welcome to the Greensborough College Community, we hope that you and your family enjoy and benefit from your time here at the College with us. We look forward to a long and rewarding partnership with both you and your family.

TERM DATES 2018

Term 1	Tuesday, 30th January, 2018 Wednesday, 31 st January 2018	- Thursday 29th March 2018 - Years 7, 11 & 12 - Thursday 29 th March 2018 - Years 8, 9 & 10
Term 2	Tuesday, 16th April 2018	- Friday, 29 th June 2018
Term 3	Monday, 16 th July, 2018	- Friday, 21 st September 2018
Term 4	Monday, 8 th October, 2018	- Friday, 21 st December 2018

LESSON TIMES

Period 1:	9:00	-	9:50
Period 2:	9:50	-	10:40
Recess:	10:40	-	11:00
Period 3:	11:00	-	11:50
Period 4:	11:50	-	12:40
Lunch:	12:40	-	1:30
Period 5:	1:30	-	2:20
Period 6:	2:20	-	3:10

CURRICULUM

Greensborough College offers a progressive curriculum for students which provides both foundation skills and breadth of learning. With the exception of students identified with special needs in literacy, students in Years 7 and 8 study the same subjects.

In Year 9 and 10 students study the core subjects of English, Maths, Science and Humanities. In addition, they are offered a dynamic range of elective subjects that develop and extend their interests and abilities. These engaging programs improve learning outcomes for all students. All courses offered in this program fall within the eight Curriculum Learning Areas of English, Mathematics, Science, The Humanities, Languages (Italian), Health and Physical Education, Technologies and The Arts. Subjects on offer are outlined in the Student Course Handbooks.

ATTENDANCE

Attendance at all classes is compulsory. Students are expected to attend school and to remain within the school boundaries for the whole day. Each class is marked by the classroom teacher via Compass. The best way for parents to view attendance is to access the Compass Portal, via the Parent Login, on the College website.

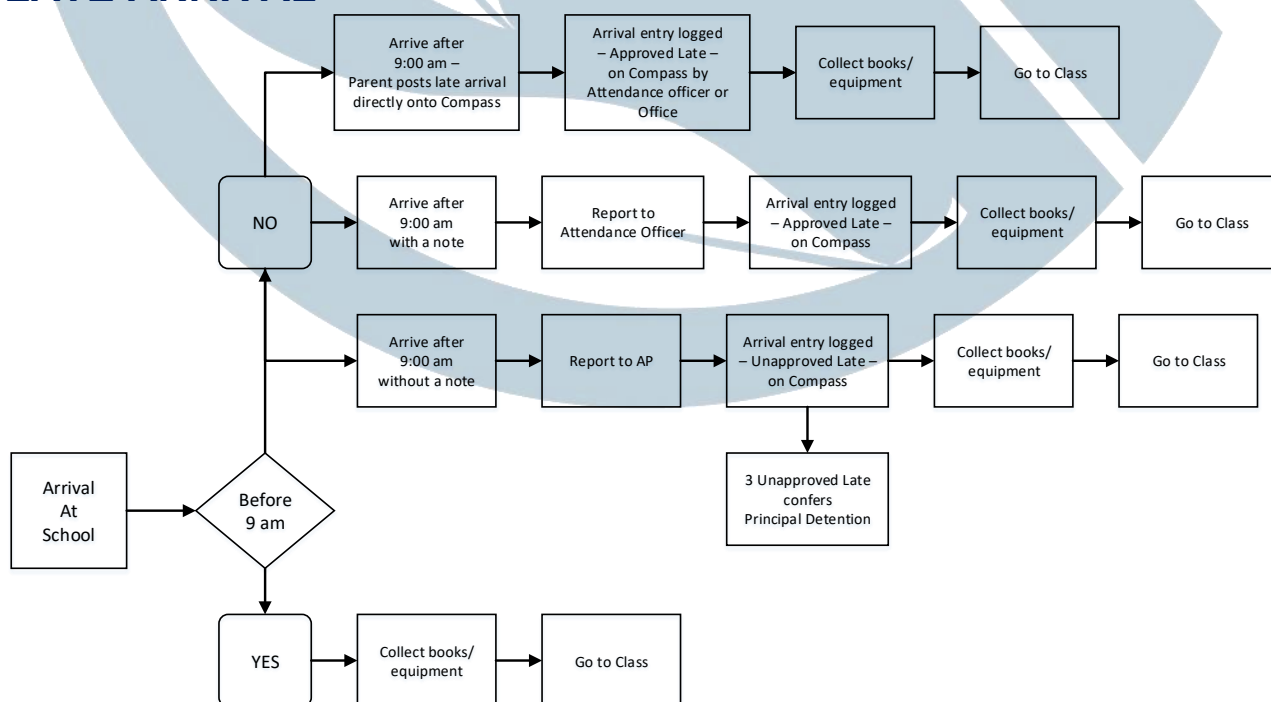
Year 12 students are expected to arrive at the College before 9:00 am and are required to remain for all 30 periods of the school week. When they have spare periods, Year 12 students are expected to study, revise or complete work in the Study Area of the Senior School Centre.

Attendance at school must be a high priority for all students. Absences for genuine illness cannot be helped. Your child needs to be in attendance to gain maximum benefits from school and to secure a place in the next year level. VCE students must meet strict guidelines of 90% attendance.

Students must arrive at school in time to be at their period one classroom by 9:00 am.

The following Flow Charts demonstrate College procedure for late arrival or early departure.

LATE ARRIVAL

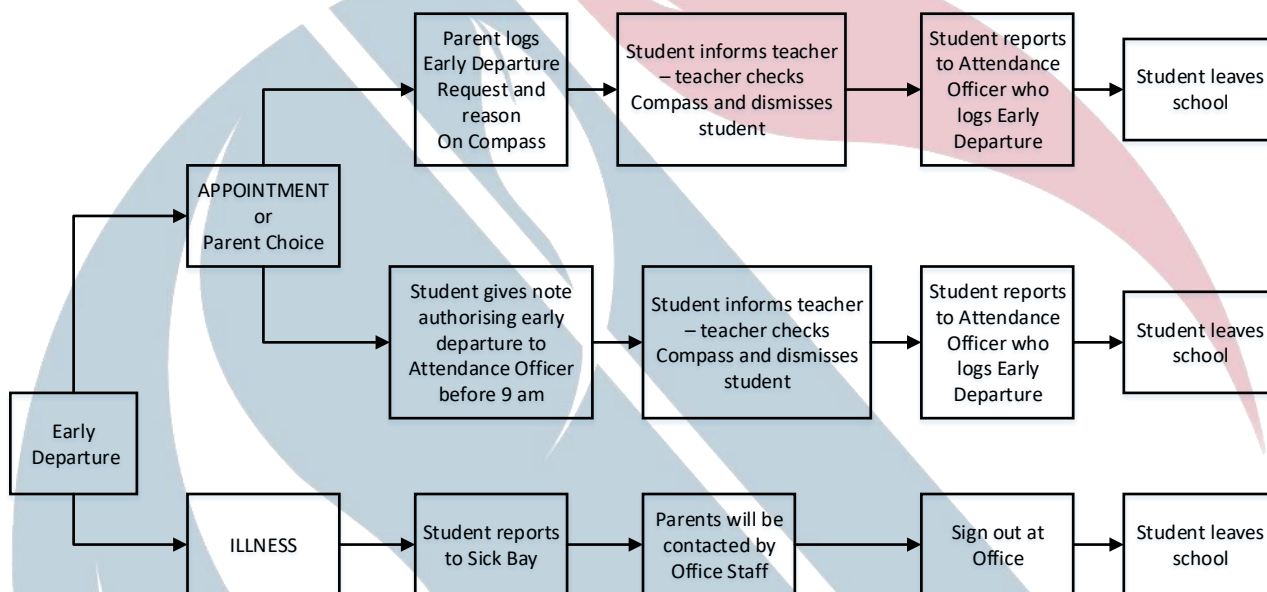


Notes for lateness should be either written or approved on Compass. A note for lateness is not a late pass. This note should be presented to the Attendance Officer who will then enter it on to the system. Failure to do this may result in a Detention.

If your child is late without a note on three occasions, they will receive a Principal's Detention. Principal Detentions occur on Monday, Tuesday and Friday lunchtimes commencing at 12:45.

EARLY DEPARTURES

Notes requesting an early leaver's pass should be either written or posted directly onto Compass by a parent.



No student is permitted to use their mobile phone to arrange an early departure for personal reasons or for sickness. The College will contact you if circumstances require early departure.

Please note: the preferred mode of notification re: late arrival or early departure is to post parent approval directly onto **COMPASS**, which is our online platform for Attendance.

LATE TO CLASS POLICY

Rationale

Lateness to class is a problem for one or more of the following reasons. This behaviour:

- Disrupts the class, with punctual students having to wait while the late student settles;
- Interrupts the introduction to the lesson and interferes with the teacher's ability to set the appropriate tone for the session;
- Also negatively affects the learning of any late students who miss out on introductory material.

Students who are late to class, will be marked on the class roll as late in Compass. Three times late to any class will result in a lunchtime detention.

ABSENCES

When your child is absent there are a range of options for contacting the College. The preferred option is to log onto Compass and approve their absence. Alternatively, you can contact the Attendance Officer by phone (9433 2666) or provide a note upon their return to school. Parents/Guardians are urged to contact the College for all absences.

Medical Certificates for long term absences are required, and should be provided to the Attendance Officer.

VCE students require a medical certificate if absent from a SAC.

If your child is marked as absent (unexplained) for the morning roll you will receive a SMS asking you to contact the College.

FIRST AID

Your child should not be sent to school if they show signs of or are unwell.

If your child is feeling ill or receives an injury during the school day, they should report to Sick Bay or, if unable to do so, a First Aid Officer will attend them on scene. If they are too ill to return to class the First Aid Officer will contact you to arrange for your child to be picked up. Arrangements for this should only be done by the General Office – **students should not make their own arrangements by using their mobile phones to contact their parents.**

Students who are being sent home must sign out through the General Office. Pain killing drugs will not be issued to students. This is College Council Policy.

If your child is required to bring medication from home you must ensure that it is clearly labelled and accompanied with a detailed note outlining the medication, dosages and administering times. All such medication must be left at the General Office and will be administered by the First Aid Officer.

If your child has any medical condition or allergy that may put their health or wellbeing at risk you must contact the First Aid Officer at the College and provide details of their condition and their management plan.

BICYCLES

Bicycles may be ridden to College only if left padlocked during College times and left in the areas provided. Students are not permitted to ride bicycles in the College grounds. The borrowing of bicycles for whatever reason is not permitted. Skateboards and scooters are not allowed at school.

While the College will investigate damage to bicycles, it cannot assume responsibility. Students must wear safety helmets while using bicycles, as stated by law on 1st July 1990.

BUSES

There are a number of public transport buses that service the area around the College. For those services that only drop off at Greensborough Plaza the College provides a shuttle service from the plaza. This service can be accessed by arrangement with the College Bus Coordinator.

For students living in the Mill Park/South Morang/Doreen region the College also coordinates a bus service for these areas. This is also accessible by arrangement with the College Bus Coordinator.

On those days in which the fire danger warning is Code Red, buses to the Mill Park/South Morang/Doreen region will not operate. Students will need to make alternative arrangements to school, or if this is not possible, they will be granted a school approved absence.

TRAINS

The College is serviced by the Hurstbridge Train Line. Watsonia Station is within walking distance from the school.

CARS

If you are dropping off or picking up your child please do not park in the designated Staff Car Parks, which are limited spaces for staff use. Parents are requested to use street parking for this purpose. Movement in and out of Staff Car Parks before and after school creates a dangerous environment for people who are on foot. We kindly thank parents for cooperation in this matter.

For a student to be able to drive their own car to school they are required to submit a "Driving to School Application Form" which they collect and return to the Senior School Coordination Office. If they are intending to convey a student passenger to school they will need to obtain prior approval of the Parents/Guardians concerned by completing the relevant section of the application form. Given the current rebuild on the school site, students who have permission to drive to school must utilise street parking. In doing so, they should abide by low restrictions and be sensitive to and respect the needs of our neighbours. Students are not permitted to use their car during the school day.

PAYMENT OF SCHOOL FEES

For existing parents a Payment Plan of School Fees should be completed by the closure of the preceding school year; for new enrolments, the date of completion is within 2 weeks of enrolment.

Fees may be paid by the following methods:

- Cash
- Cheque
- Credit Card
- Bank Transfer
- Direct Debit Savings Account
- Direct Debit Credit Account
- BPay

To assist you, payments with a Payment Plan may be made spread over the school year. If you are experiencing any difficulties in relation to the payment of school fees, please contact the Business manager who will work with you to devise a personal Payment Plan.

CANTEEN

The Canteen is open all school days for recess and lunch. If your child is wishing to purchase lunch we recommend that they complete a lunch order at recess to ensure that their selection is available as supplies are quickly consumed.

To help the College provide this canteen service at a reduced price we rely heavily on parent and student volunteers. We encourage and welcome Canteen support, even if it is just 1 day a week, month or term. Please contact the Canteen Manager if you are interested.

LIBRARY

The aim of the College is to have a library open for our students' use at all times and to have a librarian, or assistant, available for consultation.

Library Hours:

8.30 am – 4.30 pm Closed for recess (10.40-11.00am) and part of lunch (12.40-1.00pm)

Loans: A variety of loans will operate: overnight, short term, 14 days, long term and special material loans. A maximum of 5 books may be borrowed at any one time, overdue items result in loss of borrowing rights until returned. Lost books must be paid for.

SCHOOL BOOKS

The College supplier for booklist requirements is North of the Yarra Booksellers located at 56 Strathallan Road, Macleod. Telephone 9458 4749. Website www.northoftheyarra.com.au

2ND HAND BOOKS AND UNIFORM SALES

The College's P & FA (Parents & Friends Association) coordinate a Second Hand Book and Uniform Shop at the School. You can utilise this service to sell school books and clothing, with the College retaining a small portion of the sale as a handling fee.

LOCKERS

Lockers will be made available to all students at the beginning of the each year. Lockers should be kept padlocked at all times. All valuables, Netbooks and text books must be kept in the locked locker. Students are not permitted to go to lockers during class time.

Your child is required to provide their own padlock and key. If they are in Year 7 or 8 a copy of the key should be given to the Home Group Teacher. Bolt cutters are available from a Coordinator should they lose the key.

SCHOOL BAGS

Bags are to be left in/on lockers during the day and not taken to class. Valuables must not be left in bags. Significant amounts of money should be given to Year Level Coordinators for safekeeping until the end of the school day. The College will not be responsible for stolen property.

HOMEWORK AND HOME STUDY

It is the policy of the College to set student work to be completed at home. **This homework is required to be completed by designated due dates.** The information and guidelines provided below will enable you to assist your child to use their home study time efficiently.

The aim of homework is to develop good habits at an early age, and a degree of independence and self-discipline necessary for higher education. Your child should write all their homework set in a

diary, as well as the due date for any assignments or projects. The College operates a weekly Homework Club where they can get regular assistance with their homework.

If homework is completed in less than the suggested time, your child would benefit greatly by revising class work and reading widely on topics studied. You can help by making sure that suitable conditions for study with adequate lighting are provided and homework set is completed. It is suggested home study take place 5 nights per week, with the following suggested hours:

Year 7:	1 hour per night	Year 11:	2-3 hours per night
Year 8:	1 ½ hours per night	Year 12:	3 hours per night
Year 9/10:	2 hours per night		

It is expected that our students complete 20 minutes of reading each weeknight.

HOMework CLUB

The Homework Club operates after school on Wednesday from 3.30pm to 4.45 in the Library. This is a place where your child can complete work with the assistance of a staff member.

ASSESSMENTS AND TASKS

To achieve a successful result in each subject at Greensborough College, students must:

1. Satisfactorily complete **all** assessment tasks by the due date.
2. It is recommended that your child attend all classes. If your child is absent they must see their teacher and request a copy of the notes/material missed out on. Attending less than 80% of classes may result in them repeating the year. At VCE less than 90% attendance may result in an 'N' being awarded.

Assessment Tasks

Assessment tasks are set in order to determine the standard of skill and knowledge that your child has achieved in each area of study. The level of achievement awarded for each assessment task will be recorded on your child's reports. The process for completing an assessment task is as follows:

1. When an assessment task is given out, their teacher will indicate the criteria to be used in marking the task and notify the class of the due date.
2. **Assessment tasks must be submitted by 3.30pm on the due date.** If an assessment task is submitted after the due date it will not be assessed (NA).
3. Extensions may be granted in cases of illness or unforeseeable difficulty; however, extensions must be requested and be accompanied by evidence, e.g. a doctor's certificate or parent note.

If your child is found copying or plagiarising an assessment task they will be given an 'NA' (not assessed) and will be asked to resubmit. The resubmitted task will not be graded. Student's caught cheating more than once will receive an 'N' for the subject.

NA (not assessed) – work not submitted on time, work that is copied or plagiarised. Students who are absent for extended periods of time and have completely missed an Assessment Task (with medical/parental verification.)

PROMOTION POLICY

The College's Promotion policy relates to the decision to be made regarding the promotion of students to the next year level. Promotion to the next year level is not automatic and is based on:

- Satisfactory completion of the Assessment Tasks in each subject for each semester.
- Satisfactory completion of not less than 75% of the total subjects undertaken in each semester in years 7-10. This is determined by the results achieved for a student's Work Habits (Organisation, Behaviour, Effort and Homework) in their Semester Report. Two or more 'N's for Work Habits will result in the student receiving an N for the subject. For students in Years 11 and 12 (VCE) this is based on the VCAA guidelines.
- Satisfactory attendance of not less than 80% in Years 7 – 10 and 90% in Years 11 & 12, throughout the semester.
- Measureable progress/effort in the achievement of skills and knowledge outcomes as described in the VELs and VCE guidelines for each level.
- In circumstances where non-promotion is a consideration, a meeting between parents and coordinators will occur to discuss options.

PLAGIARISM

Plagiarism is the action or practice of taking and submitting or presenting the thoughts, writings or other work of someone else as though it is your own work. Enabling plagiarism contributes to plagiarism and will be treated as a form of plagiarism. Enabling means allowing or assisting another student to copy (plagiarise). In cases of plagiarism, the student may be given the opportunity to resubmit the work. The resubmitted piece of work will not be assessed.

DETENTIONS

Students may be given a lunchtime or after-school detention. At least 24 hours notice must be provided for an afternoon detention, which is limited to up 45 minutes duration. Detentions may be given by a class teacher or by a Sub-school Coordinator.

10 minute Classroom Detention: run by the Classroom Teacher. If not attended, this will then become a 20 minute Classroom Detention run by the same teacher.

20 minutes Classroom Detention: run by the Classroom Teacher. In this context non-attendance will be referred to a Coordinator who will organise a Principal Class Detention.

Principal's Detention:

Principal's Detentions are applied for a range of inappropriate behaviours or offences at the Principal Class Officer's discretion. Principal's Detentions occur on Monday, Tuesdays and Friday lunchtimes for 20 minutes – from 12.45 to 1.05. If a student is absent on the date of the assigned Principal's Detention the student is expected to see the Assistant Principal to arrange a re-scheduled detention. Failure to attend the Lunch Time Detention will result in a Friday after school detention for 45 minutes – from 3.15 to 4 pm.

Repeated non-attendance of a detention may result in an external Suspension. A student's after-school commitments or need to catch public transport is not an excuse for non-attendance. To ensure the smooth operation of the College, parent support and cooperation in regard to school rules is appreciated and highly valued.

EXITING STUDENTS

If you are intending to exit your child from the College, whether it be during or at the end of the year, you must complete an Exit Form which can be obtained from the General Office. You may notify the General Office by phone or in writing. An exit form cannot be issued without parental contact.

STUDENT REPORTS

Your child will be issued with a report at the end of each term. A full report is issued at the end of 2nd and 4th terms while an Interim Report at the end of 1st and 3rd term. All reports are published on your child's Compass page for families to download. If you require the report to be printed, please contact the General Office. If you are part of an extended family and require a 2nd report to be printed, please contact the General Office to arrange this.

PARENT, STUDENT and TEACHER INTERVIEW DAYS

Parent/Student/Teacher interview days are arranged twice a year and are held at the end of 1st and 3rd terms. The expectation is that students will attend these interviews with their parent. You will receive information regarding these days and booking procedures through Compass.

SUB SCHOOL / YEAR LEVEL COORDINATORS

The Year Level Coordinators occupy an important position in the College and are responsible for the welfare and organisation of the students at that level. If you have any queries with regard to your child your point of contact should be the Year Level Coordinator. Most student problems, such as attitude to class work, progress and attendance, or general discipline, are in the first instance, usually handled by the Year Level Coordinators.

The Year level Coordinators will also organise parent/teacher meetings and conferences as required. If parents have any queries regarding their child's progress or welfare, **they should make an appointment through the General Office to see the Level Coordinator.** Parents may also contact the Level Coordinators with any information they believe may affect a student's progress.

STUDENT WELLBEING

The prime function of Student Wellbeing Team is to ensure that all our students receive the maximum benefit from their educational opportunities without interference from emotional, physical, social or economic factors. The Student Wellbeing Team provides individual support, encouragement and information for students experiencing difficulties in the school. In addition to the Year Level Coordinators a team of counsellors (SWC and School Nurse) is available to the students of the College.

NEWSLETTERS

An electronic College Newsletter is produced fortnightly and the web link is always published on Compass. If you do not have access to the internet a hard copy will be made available for you. Copies are also placed on the College Web Site.

VISITING THE COLLEGE

You are welcome to visit the College. However **all visitors - including parents - must first report to the General Office.** If you are wishing to see a particular member of staff we advise you to phone ahead to schedule an appointment. This will save you time in case the member of staff is teaching.

Other visitors, including ex-students wishing to visit the College, must obtain permission from the Assistant Principal. Other students are not to visit our students during the school day. If you need to drop off items, food or money to your child you must take it to the General Office. For the safety of our students, parents are not to pass items over the fence. When this occurs, students will receive a consequence.

WORKING BEES

There are four Working Bees held each year on a Saturday. 'Many hands make light work' and it can also make for an enjoyable day out in the sunshine with a great group of people. All work completed at the Working Bees means that more resources can be directed to classrooms and to student learning. A whole day, a half a day or even an hour or two will always be greatly appreciated with the College providing lunch during the day. No special skills are required. Please keep an eye out for any notices coming home.

PARENT & FRIENDS ASSOCIATION (P&FA)

This is a parent body that meets twice a term. All parents in the College Community are welcomed and are encouraged to attend and/or join.

The P&FA is an important College organisation that:

- Provides a networking forum for parents;
- Promotes and organises College fundraising;
- Assists at College functions such as Production Nights, Year 7 Welcome BBQ and Awards Night;
- Coordinates and operates the 2nd hand book and uniform shop
- Provides the College Council with parent opinions on a range of issues;
- Promotes and organises social activities.

Contact the General Office for meeting times or keep an eye out for articles in the fortnightly newsletter.

COLLEGE COUNCIL

College Council provides the opportunity for people to take part in the educational decision making at the school level. Such participation is consistent with the view that it is the members of the College Community who can best ensure that the educational experience provided is effective and takes account of the changing needs of our community. The College Council is made up of parents, staff, school captains and the Principal. Parents and staff are elected for a 2 year term.

College Council meets 2 times a term. If you would like more details of the work of the College Council you should contact the Principal, Ms Pauline Barker or the Council President.

UNIFORM AND ACCESSORIES

The College uniform is a visible sign of the school as an entity. The wearing of the College uniform encourages confidence and pride in oneself as an individual and identifies the student as a member of the College Community. Students seeking to enrol at Greensborough College agree to accept the responsibility to wear the school uniform on all occasions as approved by the College Council.

The College uniform is compulsory for students in all year levels. It is expected that parents supply their children with the uniform and make it available every day of the school week. Parents unable to provide the correct uniform for a particular reason are invited to contact the Assistant Principal.

All students involved in Physical Education and Inter-school sport are required to wear full and correct sports uniform. Students who have a practical Physical Education class are able to travel to and from school in their sports uniform provided it is the prescribed uniform.

If a student comes out of uniform they must bring a note explaining why they are out of uniform and obtain a pass from the Assistant Principal before school or prior to attending their first lesson. Notes are only for short term uniform problems. Parents should contact the Assistant Principal if there are problems in obtaining any item of school uniform.

Students without a note or pass will be given a lunchtime Principal's Detention.

General Appearance

The following information sets out the Uniform Requirements for Greensborough College. You and your child will have signed an agreement to abide by these requirements during the enrolment process.

- Uniform should be worn correctly according to the description in the table that follows. The information provided in this table also covers the way uniform is to be worn to and from school.
- Uniforms should be worn in appropriate sizes e.g. not over size and be clean and in good repair. (If trousers or track pants are torn at the bottom hem, new ones will need to be purchased, or appropriate repairs made).
- Students are expected to be neat in appearance at all times.
- In the interest of personal and public health, students are expected to show high standards of personal hygiene.
- Hair to be worn in a neat and tidy traditional manner with a single natural colour only. Extreme styles such as Mohawks, patterns or shaved with long sections are not permitted.
- Hair may be dyed in non-natural colours for House sports or College Productions only with temporary colour (24 hour permanence).
- Any specialist clothing required by a teacher such as safety boots for technology, may be worn by students during that class.
- No garments from the regular school uniform list may be worn with the PE uniform except for the spray jacket which may be worn as an alternative to the school track suit top (please refer to PE Uniform guidelines). Other non-school uniform track suits are prohibited. What is worn depends on what is appropriate for the climatic conditions as long as it remains school uniform.
- Correct College uniform must be worn on excursions unless prior permission to the contrary has been given by the Principal or the Assistant Principal.
- School Blazers may be purchased and are encouraged as part of the school uniform.

Make-up and other changes to personal appearance

Make-up, hair colouring and nail polish, if worn at all, should be unobtrusive and appropriate to the school environment e.g. transparent, clear, non-coloured nail polish is acceptable. Black or brilliantly

coloured nail polish is unacceptable. Students enrolled at Greensborough College must not display tattoos on any part of their body whilst wearing the College uniform or PE uniform. Facial/tongue piercings (and retainers) are also considered to be an alteration to a student's personal appearance and are not permitted.

Shoes

All students must wear **traditional black leather lace-up school shoes** (heel: maximum 3cm height) when travelling to and from school at all times. (T Bar style shoes are not permitted). Sport training shoes may be worn to and from school with correct PE uniform in accordance with guidelines specified. Canvas runners are an Occupational, Health and Safety issue and are not permitted at the College.

Approved accessories

Acceptable accessories for both boys and girls are:

- One wrist watch and one plain, small ring; to be removed for PE and Technology classes.
- Up to TWO traditional ear studs or sleeper style earrings per ear. **Studs, spacers, rings or bolts (or any similar jewellery) are not to be worn in any other visible part of the body, including nose eyebrows, tongue or lip. Retainers are not acceptable.**
- Navy blue College school bag with logo or plain blue school type bag with no markings at all. Light-weight excursion bags can be purchased for \$2 for students going on an excursion.
- Plain scarves and hair ties/bands etc. must be navy blue, black or white and must be modest in size.
- Non-approved hats, included beanies, are not permitted at the College and will be confiscated.

Grounds for the granting of an exemption from compliance with an aspect of the College dress code:

The College Council will consider applications for exemption on the following grounds:-

- An aspect of the dress code prevents the student from complying with a requirement of his or her ethnic, religious or cultural background.
- An aspect of the dress code prevents students with disabilities from being able to attend school or participate in school activities on the same terms as other students.
- The student has a particular health condition that requires a variation or departure from an aspect of the dress code.

Confiscation Policy

All non-approved items will be confiscated and a Principal's Detention will be issued. Students are to collect the item from the Assistant Principal's Office. On the third occasion, a parent will be required to collect the item. No warnings are given. **The College does not take responsibility for items that have been confiscated.** It is the student's responsibility to comply with the Uniform/Dress Code.

Out of Uniform Pass & Consequences for Non-Compliance

Students do not have right of entry to class if not in correct College uniform; the student must have a parent note of consent. Students who are out of uniform must see an Assistant Principal before going to class at 9.00am. Students who present the parent note before class will have their uniform approved for the day via a Chronicle Entry in Compass. Students out of uniform without a parent note will receive a Principal's Detention, which will also be posted via Chronicle entry in Compass. Students with a parent note for incorrect uniform who do not present to the Assistant Principal at the start of the day will also receive a Principal's Detention. Repeat offences will result in more severe

consequences. Parents and families having financial difficulty with uniform compliance are advised to contact the Assistant Principal, who can discuss options including assistance.

SCHOOL UNIFORM LIST AND GUIDELINES

GC Indicates that the College name appears on this piece of uniform.

NO		GARMENT DESCRIPTION	GUIDELINES FOR WEARING
1	GC	Girls' summer dress.	Dress length is to sit on the knee when standing. Any garment worn under the dress must not be visible at the neckline or below the sleeve. To be worn with knee length plain white socks.
2	GC	Girls' skirt – wool blend Greensborough Tartan.	Skirt length is to sit on the knee when standing. To be worn with knee length plain white socks or navy blue +70 denier tights.
3	GC	Girls' trousers – long charcoal grey (with college ID – name)	May be worn with blazer. To be worn with white socks.
4	GC	Girls' short – grey without cuff (with college ID – name)	Maybe worn with blazer. To be worn with traditional folded ankle socks.
5		Girls' plain white knee length socks.	Must be worn knee length with winter skirt and summer dress
6		Girls' plain white folded ankle socks (cover the ankle – not sport socks)	Only to be worn with girls' shorts.
7	GC	Boys' trousers' – long charcoal grey (with college ID – name) With belt hooks for boys.	To be worn with grey socks by boys.
8	GC	Boys' short – grey without cuff (with College ID-name).	May be worn with blazer. To be worn with short white socks (see 9).
9		Boys' plain white ankle socks to be worn with shorts.	Must sit 4 cm above the ankle (not sport socks).
10		Boys' plain grey short socks for winter, to be worn with long trousers.	Must sit 4 cm above the ankle.
11	GC	Unisex shirt, white Bermuda style Short sleeve (with college ID-name). For boys and girls.	May be worn with tie and blazer. Must be tucked into trousers/shorts/skirt when wearing jumper/ spray jacket/ blazer. When worn without an over-garment may be worn over waist line of trousers, shorts or skirt.
12	GC	Unisex shirt white (with College ID – name) long sleeve. For boys and girls.	Must be tucked into trousers/shorts/skirt at all times. May be worn with College tie and blazer.
13	GC	Girls' shirt white, fitted style with darts, short sleeve (with college ID-name). For girls.	
14	GC	Girls' shirt white, fitted style with darts (with college ID-name) long sleeve.	To be worn with skirt/trousers/shorts
15		Plain white crew neck T-Shirt (to be worn as undershirt only).	Must be absolutely plain, traditional style, and must not show below the sleeve, or below hemline. To be worn as undershirt only.
16	GC	Jumper – Navy blue V-neck, superwash wool (with college ID and logo).	To be worn over shirt not instead of. May be worn with blazer.
17	GC	Jumper – Navy blue V-neck, Poly cotton (available for	To be worn over shirt not instead of. May be worn with blazer.

		students allergic to wool). Place an order with suppliers	
18	GC	VCE jumper – Maroon V-neck superwash wool, white and Maroon logo.	To be worn over shirt not instead of. May be worn with blazer.
19	GC	VCE jumper – Maroon V-neck Poly cotton (available for students allergic to wool), white and maroon logo.	To be worn over shirt not instead of. May be worn with blazer.
20	GC	Spray jacket – navy blue with white stripe, shower proof, two third length, no elastic on hip, and elastic on sleeves. Must be owned by students who do not have the PE tracksuit, to be worn with PE Uniform, instead of tracksuit during PE classes.	May be worn with regular uniform or with PE uniform (not with PE Uniform to and from school and not with PE Uniform during school when not in PE classes).
21	GC	Blazer (with college ID-logo and trim) optional.	Blazer must be worn with tie and long sleeve shirt and can be worn with summer dress.
22	GC	College tie.	To be worn appropriately with long or short sleeve shirt.
23		Traditional black leather lace up school shoes	3cm heel maximum. Must be polished.
24	GC	Navy blue peaked cap with College ID.	Strongly recommended for sun protection and may be worn with PE uniform
25	GC	Navy blue broad brim hat with College logo and ID.	Strongly recommended for sun protection and may be worn with PE uniform.
26		Scarf plain black, white or dark navy blue	
27		Gloves plain black or dark navy blue	
28		Black belt (optional). If belt is worn it must be black with no studs	
29	GC	Greensborough College Bag	Official GC Bag or plain navy blue bag without markings (logos etc).
Physical Education uniforms (items 1 – 19 & 21 – 27 may not be worn with items 30 – 35 or vice versa)			
30	GC	PE polo shirt, navy with GC logo for boys and girls. Stripes on sleeve cuffs and collar (new style)	Compulsory in Years 7 to 12.
31	GC	PE shorts, navy blue for boys and girls white writing on pocket.	Compulsory in Years 7 to 12.
32	GC	Girls netball shirt, pleated with logo, navy blue with college logo.	Must be worn with navy blue sports briefs.
33	GC	Approved navy blue track suit, with school logo and ID	Must be worn during Terms 2 and 3 when travelling to and from the College in PE uniform.
34		Gym shoes. Must have non-marking soles.	Pain/neutral coloured runners & laces (suitable of PE classes).
35		Socks – plain white socks	Must sit 4 cm above the ankle.

PE UNIFORM - DEFINITIONS

Definition of complete PE uniform is as follows:

- Greensborough navy blue shirt with stripes on sleeve cuff
- Greensborough navy blue shorts with logo
- White socks
- Runners
- Tracksuit – optional Terms 1 & 4, compulsory Terms 2 & 3 if wearing PE uniform to school.
- College spray jacket (compulsory for students who do not own the PE tracksuit, to be worn with PE Uniform during PE classes or when representing the College in sport.

The official spray jacket (with white stripe) is the alternative to the tracksuit. The spray jacket may be worn with the PE uniform during PE classes.

Travelling to and from school in PE Uniform (conditions and expectations)

Students who have a practical PE class are able to wear their PE Uniform for the entire day. To avail themselves of this privilege, students must wear the complete and correct PE Uniform to and from school and in their regular classes. If the student has a class where that has specific requirements such as Technology then they must ensure that they also bring and wear the appropriate footwear.

Please note that, like our everyday uniform, students can choose whether to wear the summer or winter options. Therefore, students - with the support of parents - can decide whether to wear shorts or the tracksuit. In doing so, students are encouraged to take note of the weather forecast and to dress accordingly.

Students may not wear the spray jacket with the PE Uniform outside of PE Classes (including to and from school). However, when the weather is cool, students are able to wear the College Jumper with the PE Uniform.

Student without the official PE Uniform or Tracksuit must travel to and from school in full school uniform and change into PE uniform for PE and sport.

Students wearing unapproved clothing (without a pass) will not be permitted to participate in School Sport.

PURCHASE OF UNIFORM

The Official College uniform can be purchased from either:

- Noone Imagewear, 283 Lower Heidelberg Road, Ivanhoe East
- Noone Imagewear (Greensborough College) 3.00 – 5.00pm Monday
- Lowes, Shop 42, Westfield Shopping Centre, South Morang

STUDENT MANAGEMENT AND WELLBEING

Student Management

The College reflects the needs of its community by providing for the total development of each student. Welfare and discipline is based on a co-operative process involving staff, parents and students. Such a co-operative process will ensure that the College is a constructive and rewarding place for all members of its community. The policy is based upon democratic principles and recognition of the worth of all persons.

The Student Engagement and Wellbeing Policy is directed towards the achievement of the College aims and in particular focuses on:

- Encouraging the development of each individual into a responsible citizen;
- Assisting the development of responsible personal behaviour demonstrating sensitivity to others;
- Inspiring the individual to develop his/her gifts and talents to the full;
- Encouraging the student to accept responsibility for his/her own learning and behaviour
- Providing equal opportunity.

The College has implemented an assertive discipline policy based upon a whole school approach. This approach requires that students take full responsibility for their behaviour. Appropriate positive or negative consequences are a feature of this system.

The College has a set of five classroom rules, a set of positive consequences and a set of graded negative consequences, as set out below:

The rules:

1. Follow directions the first time given.
2. Keep hands, feet, objects and inappropriate comments to yourself.
3. Be in class before the lesson starts with all the necessary materials.
4. Raise your hand and wait to be recognised before speaking.
5. No eating, drinking or chewing in class.

The Positive Consequences

As a general rule we try to praise students at least three times as often as they incur negative consequences. The positive consequences are:

1. Verbal praise.
2. Written praise.
3. Display of work in the classroom and the College.
4. Special privileges.
5. Reward agreed to by the teacher after discussion with the class.

The Negative consequences are:

First Consequence	A verbal warning from the teacher.
Second Consequence	10 minute detention with the teacher at the next convenient break and noted on the student's dashboard on Compass.
Third Consequence	An additional 10 minute (totalling 20 minutes) detention. Parents will be advised in advance (if after school) and a report will be made to the Year Level Coordinator.

Fourth Consequence

Relocation: The student is sent to the Attendance Officer who will organise relocation to another class, or in some circumstances to a Coordinator or the Assistant Principal. The student will complete a Student Relocation Reflection Sheet which provides a framework for reflection and for better decision making. The Coordinator or Subject Teacher may make contact with parents to discuss ways of improving behaviour. Parents will be advised of the Relocation in a text message via Compass on the day and can refer to Compass for further details. Parents are encouraged to contact the classroom teacher to discuss student behaviours occurring within an incident. The 20 minute detention still applies.

Severe Clause

To be implemented when something extreme happens. In this case the student will be directed to report to the Attendance Officer for Relocation or to the Assistant Principal or Year level Coordinator.

Negotiation of re-entry

Students who are sent to Relocation on a Severe Clause are required to negotiate re-entry with the Classroom Teacher prior to the next class. Failure to do so will result in a return to Relocation.

Drop Down Clause

In circumstances where a student establishes a consistent pattern of misbehaviour in a class, the process will be reduced to "a warning", then "20 min", then "Relocation". This can be implemented by the Classroom Teacher, for up to 3 weeks, in consultation with the Year Level Coordinator.

For the great majority of the students a warning is all that they will receive. A few students may progress to the second or third steps. Each consequence is in addition to those previously imposed.

Being sent to Relocation for a total of 6 times will in most circumstances result in a suspension from school, due to the consistent failure to follow instructions and the ongoing disruption to the learning opportunities for other students. Another total of 6 Relocations will incur a penalty of 2 days suspension.

EXPECTED BEHAVIOURS, INFRINGEMENT & CONSEQUENCES

Expected Behaviour	Infringing Action	Consequence
ENVIRONMENT		
Student must take care of the environment.	Student is caught littering.	Clean up the yard.
Students must follow teacher requests to clean up the yard.	Student refuses to pick up litter.	Sent to the Co-ordinator for a consequence.
Students must not have chewing gum.	Student has chewing gum.	Student is required to remove gum and is sent to the Co-ordinator for a Principal Detention.
Students must use water wisely.	Student involved in a water fight.	Sent to the Co-ordinator for a Principal Detention.

Students are not allowed food or drink in class or corridors unless otherwise stated, with the exception of water (which cannot be taken into computer rooms or the library).	Students eating or drinking in class without permission. Students eating or drinking in corridors.	Teacher 20 minute detention Co-ordinator detention.
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EQUIPMENT AND TECHNOLOGY

Student must come with all required learning materials to class.	Student does not have correct equipment for any class on three or more occasions.	On the third occasion and every other occasion after that, a Principal Detention will be given.
Students are not permitted to have permanent markers at school.	(a) Possessing a permanent marker. (b) Using a permanent marker on another student or their property. (c) Using a permanent marker on College property.	(a) Confiscation. (b) Confiscation & refer to Co-ordinator. (c) Confiscation & attendance at Principal Detention.
Students must not use their phone during class time.	Student possesses mobile phone in class time.	Confiscation. Principal's Detention. For repeat offences parents will have to collect confiscated items.
iPods, MP3 Players, etc are not allowed. Laser lights are not permitted.	Student possesses an audio-visual device or laser light at school.	Confiscation. Principal Detention.

SILENT ROOMS/DETENTION/SUSPENSIONS/BEING SENT TO PRINCIPAL CLASS

Students are to attend Detentions as assigned.	(a) Student does not attend a lunch-time Principal Detention.	(a) Student is allocated a Friday after-school Principal Detention.
	(b) Student does not attend a Friday after school Principal Detention.	(b) Suspension
	(c) 6 Principal Detentions with a term.	(c) suspension
If sent to Relocation for a severe clause the student must negotiate re-entry with their classroom teacher before being allowed to return to class. Failure to do so will result in the return to Relocation.	Failure or unwillingness to negotiate re-entry prior to next class.	Return to Relocation

HEALTH AND SAFETY

Student must not smoke on school grounds as it is both a health risk and illegal.	Student is smoking on the school grounds or to and from school when in uniform.	First Offence – Principal Detention and letter sent home. Video review and task. Second Offence – Suspension.
Students must not be in possession of prohibited substances at school.	Student is in possession of prohibited substances.	Sent to Principal Class Officer. Possible suspension.
Students must conduct themselves in an orderly manner in internal spaces.	(a) Student runs in the corridor. (b) Student uses voice in high volume in school building.	(a) Walk back to the end of the corridor and walk around the outside. (b) Possible Principal Detention.
Students must remain within “in bounds” areas during the course of the school day.	(a) Student is out of bounds on the school grounds. (b) Student is out of the school grounds without consent.	(a) Principal Coordinators Detention. (b) If the student commits a 2 nd offence, then a suspension.
Students must follow reasonable teacher instructions.	Student does not attend class, Relocation, Library, pods etc as directed.	Refer to Coordinator: possible sanctions, especially for repeated or serious instances, include Principal Detention or Suspension.
Students may only play ball games in designated areas.	Student plays a ball game in a non-designated area.	Confiscation and Principal Detention.

LATE TO CLASS

Students are to conduct themselves in an appropriate manner in the classroom.	Inappropriate behaviour.	Whole School Approach to Positive behaviours (WSAPB) procedures are applied and can result in a student being sent to Relocation. Possible suspension may result.
Students are to arrive to class on time.	(a) Late to any class period 2-6 on three occasions. (b) Significantly late to class. (c) In locker area after bell has sounded.	Principal Detention.

RESPECT

Students must use respectful language with teachers at all times.	Student directs offensive (swearing/derogatory) language at a teacher.	During class times – sent to Relocation, with teacher notifying a Co-ordinator/Assistant Principal on the same day. May result in suspension. Out of class time - Teacher to refer to Assistant Principal on the day with a written report. May result in suspension.
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Students must use mutually respectful language in relations with other students.	Student uses offensive (swearing/derogatory) language in general conversation.	Refer to Co-ordinator. Possible suspension.
Students must respect College property and the property of others.	Student is involved in destruction of property.	Suspension & monetary compensation.
Students must treat other students with respect.	(a) Student involved in a fight. (b) Student bullying another student.	(a) Sent to Assistant Principal with written report. Suspension. (b) Refer to Co-ordinator. Bullying register. Consequence as per Policy. Possible suspension.
Students should respect the College and its staff and must also ensure the privacy of both.	Student publishes comments or material about any staff member or the College in any format electronic or otherwise.	This action is treated as if the comments/material were directed to the staff member or College and consequences will result.
TRANSPORT		
Students are not allowed to ride their bikes on school grounds.	Student rides bike on school grounds.	Referred to Coordinator for consequence.
Students must ride their bike safely.	Student riding a bike without a helmet or riding inappropriately.	(1) Phone call home (2) Principal's Detention. (3) Possible ban from riding bike.
Students are not permitted to bring skateboards or scooters to school	Student brings a skateboard or scooter to school.	Confiscation of item. Refer to Assistant Principal. Principal's Detention.
Students with driving licences must leave their car parked for the entirety of the day, must stay away from the car throughout the day and may only take passengers with appropriate consent as per policy.	Leaving and coming back during the school day, congregating in car park during the day, taking passengers without the consent.	(1) Reprimand/parent call. (2) Suspension. (3) Loss of right to drive car to school.
UNIFORM		
Students must be dressed in accordance with the current College uniform and PE uniform policy.	Out of College or PE uniform without a pass. Excuses such as items of uniform in the wash or left at someone's place will not be accepted.	Principal's Detention.
Students must dress appropriately for PE classes.	Student inappropriately dressed for PE class.	PE teacher policy.
Students must wear College uniform in the correct manner.	Student wears uniform incorrectly (girls – dress/skirt too short) (boys pants hanging down), shirt hanging	Sent to Assistant Principal. Continued infringement may result in a Personal Learning Program until the problem is rectified.

	out with jumper, pants dragging along the ground, shirt collars spiked, cuffs turned, etc. Student wears piercings, spacers or has inappropriate hair colour or style.	
Students must be in full school uniform when travelling to and from school.	Student wears non-school uniform items when travelling to and from school.	Principal's Detention.
Student must be in full PE uniform on a day when the student has a practical PE class and when travelling to and from school.	Student wears items other than the College PE uniform travelling to and from school or wears PE Uniform on a day when they do not have a practical PE class.	Principal's Detention. Possible ban from wearing the PE Uniform to and from School for the remainder of the school year.
REPEATED INFRINGEMENTS		
For any of the above actions.	A student infringing actions repeatedly occur.	A more severe consequence will apply.

BULLYING AND HARASSMENT

Introduction

Greensborough College students and staff have the right to a safe and caring environment which promotes learning, personal growth and positive self-esteem. The College is committed to providing this and each student and teacher has the responsibility to ensure that this is achieved.

The College aims to create and maintain a culture of positive student relationships in which bullying is not accepted. The anti-bullying program is one of a series of programs designed to create a culture that enables and facilitates students and teachers to work together to eradicate and prevent bullying. Several programs are being developed that promote and train students in leadership.

Definition

Being bullied or harassed means that someone is subjected to behaviour which is hurtful, threatening or frightening. Onlookers who do nothing to stop bullying or harassment and those who support the bullies are themselves bullies. Bullying includes:

- Teasing and name calling (including graffiti and the passing of notes)
- Intimidation and deliberate obstruction
- Demands for money or possessions
- Damaging, removing or hiding belongings
- Leaving someone out of activities on purpose
- Putdowns
- Rumours
- Physical violence
- Other actions which are meant to hurt someone else
- Behaviour which support bullying such as encouraging, barracking or being a spectator.

PROHIBITED SUBSTANCES

The deliberate misuse of any drug is harmful to the health of the individual concerned. It is the policy of the school that no student will misuse or assist others to misuse any drug. This includes tobacco, alcohol, prescription and non-prescription compounds, inhalants and illegal drugs. Parents should notify the General Office of drugs supplied to their child under medical supervision.

STUDENT PROPERTY

- All personal books, equipment, clothing, etc should be clearly labelled.
- Students should not bring valuable items or large amounts of money to school – there is no insurance for lost or damaged articles or lost money.
- Lost items are handed in to the General Office. The Assistant Principal manages lost property.

PERSONAL PROPERTY

- A student shall not possess any other locker key other than his/her own.
- Valuables must not be brought to school. Large sums of money should be handed to the General Office for safe keeping.
- Students are expected to respect the rights and property of others at all times.
- Lockers must be locked at all times.
- No MP3 players, iPods etc. are permitted inside the College buildings or in classes at the College.
- Unless otherwise instructed by the classroom teachers, students are not permitted to use their mobile phone in a classroom. When in classroom, students should keep their mobile phone out of sight, that is, in a pocket or a pencil case.
- No responsibility is taken by the College for mobile phones.
- Mobile phones will be confiscated if not used in accordance with College regulations. Confiscated mobile phones are held in the General Office.
- Mobile phones, wallets and other valuables are not to be left in school bags. These items should be secured in student's lockers or handed into the Year Level Coordinators for safekeeping.

NETBOOKS

Netbooks are widely used across the curriculum at Greensborough College and require students to access information through their Compass Portal on a daily basis. The College is currently transitioning from school-based lease arrangements to Bring Your Own Device (BYOD) Agreements, which can be organised through JB Hi-Fi or your own provider. The College BYOD Agreement Form sets out the device specifications and ensures that your device meets the minimum netbook requirements. Once purchased, your netbook will be connected to the College network. When at school netbooks should be fully charged and when not in use must be kept in your child's locker. Parents are responsible for any loss or theft of netbooks. Families experiencing hardship may borrow netbooks from the Library during the day to use in classes that require internet access. Borrowed netbooks are to be returned to the Library at the end of the school day.